

# Carlson Building Maintenance

## PerDiem Form

12-16-2025

- This form is to be submitted by District Managers only.
- Forms submitted by anyone else will not be processed.
- Fill out all applicable fields highlighted in yellow. Incomplete forms will be returned and reimbursement will be delayed.
- Submit one form per employee. Forms with multiple employees will be returned and reimbursement will be delayed.
- Requests for Per Diem/Mileage will be processed once per week by the Finance Department
- Requests must be submitted by Tuesday at 12:00 PM for the previous calendar week
- Requests received after 12 PM Tuesday will be processed the following week.
- Special notes are required for irregular circumstances

Employee Information	
Employee name:	Alejandro Cruz
Employee number:	11610
District manager:	Felix Varela
Job Site	
Store location:	657 - T1951 Decatur IL
City:	Decatur
State:	IL
Hotel Info	
First night needed	12-08-2025
Last night needed:	Decatur

Per Diem						For office use only	
Arrival Date		Departure Date					
12-08-2025		12-13-2025					
Mileage							
Date	Departed from	Destination/Store		RT/OW	MI	Amt	
12-08-2025	Home	657 T1951 Decatur IL	OW				
12-13-2025	657 T1951 Decatur IL	Home	OW				
Notes							
Testing							

For office use only	
Grand total amount	

